



## **EXPERIENCE**

### **Accountant and Admin Officer | Masar Association –NGO**

October 20, 2023-till date

#### **Accounting and Administration:**

- Perform monthly reconciliations of bank and cash accounts
- Support the internal auditor and prepare needed documents for their monthly visit, including agreements, invoices, receipts
- Prepare remuneration and allowances payments to all contractual staff
- Handle all book-keeping, utilizing the SWAP Accounting System, ensuring daily transaction recording
- Attend trainings with donors in relation to accounting and auditing principles and requirements when needed
- Prepare payments for consultants and vendors, in accordance with Masar's Financial Policies and Procedure, valid agreements, and approved budgets
- Update staff files to include at all times the documents specified in the Admin and HR Policies and Procedures manual and the proper signatures
- Support and ensure proper and smooth digital archiving, in coordination with the ICT Officer
- Ensure proper and adequate filing system for financial and administrative documents

#### **Donor and Financial Management**

- Ensure that the requirements of donors, auditors and authorities are fulfilled, especially in relation to purchasing, authentication and payment procedures
- Monitor budget expenditures and ensure alignment with approved budget
- Prepare monthly financial reports for management, including income statements and balance sheet.
- Prepare donors' budgets and financial reports as per requested templates and guidelines

### **Supply Chain Administrator | Eli Lilly and company – Gulf and Levant**

November 2021 – October 19, 2023 (Two-years contract)

- Review financial claims, supportive documents, calculation and coordinate approvals with key stakeholders
- Issue debit and credit notes
- Ensures timely e-filing of all documents
- Maintain tracking files and updating lists
- Maintain accruals in coordination with stakeholders
- Reconciliation and offset

### Accountant | Wellspring Learning Community

October 2017 – August 2020

- Account payables
- Account receivables
- Reconciliation
- Issuing checks and monthly reports for suppliers
- Data entry

### Development Gift Coordinator | American University of Beirut (AUB)

September 2016 – August 2017 (one-year contract)

- Data processing through oracle and Banner
- NY and Beirut gifts processing via all payment channels (Cash, Transfer, Checks and cards)
- Handles high level cash donations manages cashiering process, and issues receipts
- Collects daily donations and analyzes them to determine approach designations and accounts for processing

### Administrative Assistance | American University of Beirut (AUB)

April 2016 – July 2016 (three-month contract)

- Provide the needed administrative support to the graduate student
- Manages and coordinate activities related to the processing of application
- Ensure the proper classification of application by faculty, classes and school
- Review application and update data on the system

### Accountant | Intramuro SAL

November 2012 – August 2014

- Transfers, Issuing checks and financial statements
- Bank and suppliers' reconciliation
- Data Entries, Invoicing, Payments and receipts
- Petty cash and labor wages



## EDUCATION

### Bachelor of Science in Business - Accounting | Beirut Arab University

SEPTEMBER 2009 – JUNE 2012

### Baccalaureate, Economics | Alyali High School

JUNE 2009



## CERTIFICATES & AWARDS

- Payroll tax and Social security



## **SKILLS/LANGUAGES**

- Successful working in a team environment, as well as independently
- Work under pressure and multi-task

Communication skills

- Strong computer & technical skills
- Languages: Very good Arabic & English



